WHEATON PUBLIC LIBRARY

CONSTITUTION

1. This library shall be known as the Wheaton Public Library.

2. Its object shall be to provide a free library for the use of the citizens of the City of Wheaton, Du Page County, Illinois, and such other persons as the Board of Trustees may designate, upon such terms, conditions and restrictions, as may be provided by the Board of Trustees; also to purchase and provide books, papers, periodicals and such other reading matter as may be thought proper by the Trustees for the purpose of the Library; to make by-laws rules and regulations for the government of the Library and the persons using the Library.

3. This Library shall be governed by a Board of Trustees.

(1) This Board shall have nine members.

(2) The members shall be appointed by the Mayor by and with the consent of the City Council.

(3) The members of the Board shall serve for a period of three years.

4.

(1) The Board of Trustees shall make and adopt such by-laws, rules and regulations not inconsistant with these articles of association, as they may deem expedient and necessary, and shall provide therein for the holding of regular and special meetings of the Board and for the annual election of officers and may from time to time change and revise such by-laws, rules and regulations in accordance with the provisions hereof.

(2) The by-laws, rules and regulations may be altered, abrogated or amended by the concurrent vote of six members of the Board of Trustees at any regular meeting thereof; but no such alteration, abrogation or amendment shall be made which shall change the object of this corporation as herein declared; nor unless such proposed alteration, abrogation or amendment shall have been submitted in writing at a previous regular meeting of the Board.

5.

(1) This Library shall be supported by a tax levy, levied in conformity with the State laws of Illinois and such voluntary donations as shall be received from the citizens or associations at the discretion

of the Board of Trustees.

(2) All drafts upon the Library funds by order of the Board of Trustees shall be signed by the President and the Treasurer.

WHEATON PUBLIC LIBRARY

BY - LAWS

(Adopted by vote of the Board of Trustees, September 8, 1941)

ARTICLE I.

Section 1.

The trustees shall meet for organization annually on the second Monday in July.

Section 2.

The officers shall be: President, Vice-President, Treasurer, and Secretary. They shall be elected by ballot at the annual meeting to serve for one year. All officers shall be members of the Board of Trustees.

Section 3.

Vacancies in offices shall be filled for the unexpired term by election at the first regular meeting of the Board after the vacancy occurs.

Section 4.

The President shall preside at the meetings of the board, sign all warrants drawn upon library funds by order of the board, appoint all committees, and serve as executive officer of the board.

Section 5.

In the absence of the President, the Vice-President shall exercise the President's function, and may, at the request of the President, sign warrants drawn on the library funds by order of the Board.

Section 6.

The Treasurer shall be custodian of all Library funds, and shall disburse them in accordance with the orders of the Board. The Treasurer shall submit a full financial report at each monthly meeting of the Board and an annual report at each annual meeting.

Section 7.

The Secretary shall be custodian of all reports and records of the Board, shall conduct such correspondence as the Board orders, and shall keep the minutes of all Board meetings. The Secretary shall notify all members of the Board by mail of meetings at least 24 hours in advance of such meetings.

ARTICLE II.

Section 1.

Meetings of the Board shall be held on the second Monday evening of each month. Special meetings may be called by the Secretary at the direction of the President or at the request of three trustees. The notices for such special meetings shall state the purpose for which they are called, and no other business save that specified shall be conducted at such special meetings.

Section 2.

At all meetings of the Board, five members shall constitute a quorum.

ARTICLE III.

Section 1.

The principal employees shall be the Librarian and Assistant Librarian.

Section 2.

The Board shall appoint all employees, fix their salaries, define their duties, and retain them during its pleasure. If charges are preferred against any employe, he shall have the right to an investigation and a hearing before the Board.

Section 3.

In addition to the specific duties of employees, they shall perform any duties relating to the work of the library which may be assigned to them by the Librarian.

ARTICLE IV.

Section 1.

The Librarian shall have charge of the operation of library subject to the orders of the Board of trustees, and shall supervise the work of all employees. The Librarian shall be responsible to the Board for the proper management of the Library, the preservation and care of its property and for the discipline and efficiency of its services.

The Librarian shall submit a report to the Board at each monthly meeting, and an annual report at the annual meeting.

Section 2.

In the absence of the Librarian, the Assistant Librarian shall attend to such details of administration as the routine of the Library demands.

ARTICLE V.

Section 1.

The order of business at the regular meetings of the Board shall be: 1. roll call; 2. reading of the minutes of previous meeting; 3. Report of Treasurer; 4. Report of Committees; 5. Report of Librarian; 6. reading of communications; 7. presentation of claims; 8. election of officers; 9. unfinished business; 10. new business.

ARTICLE VI.

Section 1.

A majority of the votes of all members present, provided those present constitute a quorum, shall be necessary for the adoption or passage of any resolution or order.

ARTICLE VII.

Section 1.

These By-Laws may be amended at any regular meeting by a majority vote, provided that specific notice of proposed amendments shall have been given at a previous regular meeting.

ARTICLE VIII..

Section 1.

Any trustee failing to attend three regular meetings of the Board in succession, without the excuse of illness or absence from the City shall automatically be considered to have resigned, and the Board shall notify the Mayor of the vacancy thus created, and request the appointment of a new member.

ARTICLE VII.

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